

21 October 1955

MEMORANDUM FOR: Office of the Director of Personnel

SUBJECT: Concurrence and Handling of Outgoing Correspondence Prepared by the Office of the General Counsel for Clearance by the Office of Personnel

1. By agreement of Mr. Reynolds and Mr. Houston correspondence described above should be handled as follows in the Office of Personnel:

a. Rush cases will be received by hand delivery. The Personnel Office copy of the outgoing letter and personnel file (if there is a file on the case in the Office of Personnel) should be given to Mr. Reynolds, [] or [] for initials, evidencing concurrence.

b. Cases other than those described above may be received by messenger or routine delivery. Upon concurrence, notice should be given to the Office of the General Counsel by calling [] extension []. In such cases it is desired that clearance be telephoned without delay - on the day the case is received, if possible.

V.R.T.

cc: General Counsel